



COMMUNITY
SPORTS
FOUNDATION

Job information pack

SAFEGUARDING AND COMPLIANCE MANAGER

OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 38,000 people every year achieve their goals.

We support some of the most disadvantaged, disabled and talented children, young people and adults across Norfolk through a range of projects, programmes and initiatives.

Underpinning all of our impact is a dedicated workforce who are able to engage and inspire at every opportunity.

Could this be your chance to be a part of something special?



Ian Thornton OBE,
Chief Executive Officer

Why do you enjoy working for the Foundation?

I like helping the community and enjoy making a difference

How would you describe the Foundation's staff culture?

Friendly, enthusiastic and hard working

What would you say to someone considering joining the Foundation?

It's a really great place to work, and it is hugely rewarding

*One of the newest members of the team





ROLE OVERVIEW

Job Title: **Safeguarding and Compliance Manager**

Salary: **£26k – £31k + Benefits**

Contract Type: **Permanent**

Line Manager: **Governance, Risk and Compliance Manager**

Job purpose: To ensure there is a continue safe and supportive environment for participants and staff.

Objectives

- Oversee Foundation and Nest Safeguarding and act as point of contact for Department Safeguarding staff
- Support others outside the Compliance team with governance and compliance responsibilities.
- Ensure appropriate governance and compliance record keeping and administer its upkeep and progress
- Support the Governance, Risk and Compliance Manager manage the Foundation compliance Objectives
- Manage those with direct safeguarding reasonability's to ensure they are comfortable receiving and reporting referrals



ROLE SPECIFIC RESPONSIBILITIES

Promote safeguarding across the Foundation & Nest through training, safer recruitment processes, quality assurance checks, and welfare checks

Support the Governance, Risk and Compliance Manager in ensuring all aspects of Foundation Compliance are in place, documented and relevant to our operation

Support staff with providing information about concerns and ensure that all concerns are logged safely and securely which are escalated when necessary and support other specific safeguarding staff maintain their caseloads.

Deliver all safeguarding and welfare Inductions and ensure Safeguarding CPD training is relevant and accessible for all teams

Implement and development the Foundations Strategic Safeguarding vision

Continually upskill delivery teams to ensure they understand and implement their safeguarding responsibilities

Support our Further Education Welfare & Safeguarding team meetings with external stakeholders when escalation has been required

Collaborate with management teams to understand Foundation Staff wellbeing and manage initiatives to increase this

Ensure record keeping is of the highest quality and the Foundation is prepared for External Safeguarding and Welfare audits

Work with the marketing and communications team to develop resources and promote services

Liaise with and be the day-to-day point of contact for NCFC's Safeguarding team and other key stakeholders.

Ensure that safeguarding policies are updated in line with all EFL/PL requirements. and complete the S11 audit tool every 2 years.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Understanding of safeguarding processes and how to raise concerns with external agencies	✓	
Formal Safeguarding training (or working towards) a relevant Level 4 Safeguarding qualifications	✓	
Understanding of how to manage Welfare & Wellbeing Concerns raised by adults and young people	✓	
Club Welfare Officer (or willing to obtain with the support of the foundation)	✓	
Understanding of Occupational Compliance and H&S		✓
Evidence working at a strategic safeguarding level with key stakeholders		✓
Experience in dealing with challenging situations, particularly around safeguarding, and dealing with these sensitively and professionally	✓	
Experience in communicating with parents, stakeholders, and external agencies sensitively and profession	✓	
Experience in training and teaching new skills to different learner levels to achieve one outcome and understanding	✓	
Experience in prioritising a potentially emotive workload to ensure the best outcomes		✓
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Excellent communication, interpersonal skills	✓	
Ability to work individually and as part of a team	✓	
Excellent organisational skills and attention to detail	✓	
Willingness to work unsocial hours, including evenings and weekends	✓	



CARROW ROAD

WHERE YOU WILL WORK

The Safeguarding and Compliance Manager role will spend the majority of their working time within our offices based in the heart of Carrow Road, the home of Norwich City Football Club.

Working within the Operations Department, the successful applicant will be surrounded by excellent support networks as well as outstanding facilities.

In addition, you will also spend time at The Nest, the charity's 22-acre community hub located on the outskirts of the city.



THE NEST

OUR VISION

TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations.

OUR VALUES

Growth
Integrity
Belonging

Resilience
Pride
Commitment





APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Application Deadline: 5:00pm on 28th April 2023

Interview Dates: or on request

All candidates shortlisted for interview will be informed by email or phone by **5:00pm on 3rd May 2023**. If you have not been contacted by this date it means that you have been unsuccessful and not shortlisted on this occasion.

For more info please email: csfrecruitment@norwichcitycsf.org.uk

SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



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